

**POSITION DESCRIPTION**  
**BUDGET ANALYST, GS-0560-09**

*D. Neice Robinson*

SETID	HUD01	JOB CODE	HUD222	DATE	06/30/2016	OPM CERT #			
PAY PLAN	GS	SERIES	0560	GRADE	09	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	BUDGET ANALYST								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION		MEDICAL CHECK REQ	No	BUS CODE	1120
FLSA	Nonexempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CYBER SEC CODE	00	DESCR	Not Applicable						
CLASSIFIER	Jennifer Annette Cooper								
CLASS STANDARD									
DATE CLASSIFIED	04/22/2013								

**MAJOR DUTIES**  
 BUDGET ANALYST  
 GS-0560-09  
 PD# HUD222

CAREER LADDER:  
 GS-0560-12 PD# HUD042  
 GS-0560-11 PD# HUD221  
 GS-0560-09 PD# HUD222  
 GS-0560-07 PD# 16061U  
 GS-0560-05 PD# 16062U

The incumbent performs a specified portion or portions of the full range of budget analysis assignments.

**MAJOR DUTIES AND RESPONSIBILITIES**

The duties of this position are similar to the duties in the full performance level position description, except that during the development phase the incumbent works according to the following factors.

**EVALUATION FACTORS**

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of the principles, concepts, and methodology of a professional or administrative occupation. Usually this knowledge is obtained through a four year college degree program or its equivalent in experience and training. In addition, the work requires skill gained through job experience to permit independent performance of recurring assignments or gained through graduate study and experience. The assignments are above entry-level assignments.

**FACTOR 2 - SUPERVISORY CONTROLS**

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out each step and handles problems and deviations according to instructions, training, and accepted practices of the profession. Completed work is reviewed for technical soundness, appropriateness, and conformity to policy and requirements.

**FACTOR 3 - GUIDELINES**

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions, for application to specific cases or problems. The employee analyzes results and recommends changes.

**FACTOR 4 - COMPLEXITY**

The work includes various duties involving different and unrelated processes and methods. The

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decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment. The chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

**FACTOR 5 - SCOPE AND EFFECT**

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions.

**FACTOR 6 - PERSONAL CONTACTS**

The personal contacts are with employees within the immediate organization and in related support units. Contacts with the general public are limited.

**FACTOR 7 - PURPOSE OF CONTACTS**

The purpose is to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and have basically cooperative attitudes.

**FACTOR 8 - PHYSICAL DEMANDS**

The work is sedentary. Typically the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts. No special physical demands are required to perform the work.

**FACTOR 9 - WORK ENVIRONMENT**

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

In accordance with the implementation of the Homeland Security Presidential Directive 12 (HSPD 12) Policy for a Common Identification Standard for Federal Employees and Contractors all employees must meet the following requirements:

- (1) Be eligible for a Personal Identity Verification (PIV) Credential;
- (2) Have a successfully adjudicated NACI or equivalent background investigation; and
- (3) Maintain PIV credential eligibility during their service with the Department of the Treasury.

**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

**EVALUATION STATEMENT**